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ABSTRACT

This publication is the Teacher's Guide for the competency based curriculum in agribusiness management for high school students in West Virginia. The purpose of the competency based education curriculum is to provide a set of West Virginia-validated agribusiness tasks, along with the steps needed to perform each task, the evaluation standards, and suggested learning activities. The first six sections of the guide provide background information and suggestions for use of the curriculum. Topics include an introduction, identification and validation of job titles and competencies, functions of developmental committee, program organizations, bibliography of resources, and an equipment list. Section 7, the main body of the guide, deals with implementation of the curriculum. For each of the 12 modules, encompassing 54 competencies, the guide provides a competency sheet summarizing equipment needed, instructor's responsibilities, and a summary and/or answers to the criterion evaluation included with each competency. The 12 modules encompassing the agribusiness management curriculum include the following: occupational knowledge, selling principles, sale closing, mathematics, related mathematics, advertising, special sales, stock, accounting and bookkeeping, pricing, inventory, and shipping and receiving. A student grade card for the agribusiness management curriculum completes the publication. (KC)

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ED201851

Teacher's Guide

AGRIBUSINESS MANAGEMENT

Competency Based Education Curriculum

Prepared by:
Diana Long
RCA Education Service

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Produced at:
The West Virginia
Vocational Curriculum Laboratory

by

Fred W. Harrington
Curriculum Coordinator

Stanley E. Hopkins
Curriculum Specialist

Thomas P. Thurman
Production Manager

Macel R. Osborne
Secretary

CE 028 955

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December 1979

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PREFACE

It is with great pleasure that we bring you another West Virginia competency based education (CBE) curriculum. This Agribusiness Management curriculum was developed for West Virginia under contract, by RCA Education Service. The effort was coordinated by staff of the Bureau of Vocational, Technical and Adult Education.

The Bureau began advocating competency based education in 1974. Since that time West Virginia has produced over 25 CBE curricula in various occupational areas. We also have a number of CBE curricula currently in the process of being developed and/or fieldtested.

This Agribusiness Management curriculum was inserviced and disseminated to West Virginia vocational agriculture teachers at regional meetings during the spring of 1980. Additional copies of this curriculum are available from the:

Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271
Telephone Toll-Free: 1-800-642-2670

I trust this material will be of assistance in your program. Any suggestions you may have for improving this curriculum may be sent to our State Curriculum Lab. Through this feedback we plan to continually update and revise our materials.

VOCATIONAL, TECHNICAL AND ADULT EDUCATION

Clarence E. Burdette

Clarence E. Burdette
Assistant State Superintendent of Schools

ACKNOWLEDGEMENTS

The following business and individuals were very helpful in the development of this CBE curriculum:

Businesses

Caldwell Stores, Ripley, West Virginia

Farmer's Delight, Grafton, West Virginia

Greenbrier Valley Farm Center, Ronceverte, West Virginia

Southern States Cooperative, Moundsville, West Virginia

Apex Farm Supply, Marietta, Ohio

Kennedy Hardware, Wheeling, West Virginia

Southern States Cooperative, Martinsburg, West Virginia

Individuals

Greg Fertig, Taylor County Voc-Tech Center

Bill West, Program Specialist, West Virginia Department of Education

Oscar Harris, Ripley High School

John Aylor, Wardensville, West Virginia

Lowell Cook, Mason County Voc-Tech Center

Dwayne O'Dell, Buckhannon-Upshur High School

Larry Watson, Mannington High School

Philip Winters, Wirt County High School

Glen McKeever, Greenbrier County

Purpose of the

AGRIBUSINESS MANAGEMENT

Competency Based Education Curriculum

This competency based education (CBE) curriculum, with Teacher's Guide, has been developed so that you may adapt any or all of its contents to accommodate your teaching style.

The purpose of this CBE curriculum is to provide you and your advisory committee with a set of West Virginia-validated Agribusiness Tasks, along with (1) the Steps needed to perform each task, (2) the Evaluation Standards, and (3) suggested Learning Activities.

Depending on your teaching style, you may want to use this material primarily to assist you in your own teaching plans, or the material has been developed in enough detail so that it may, with proper supervision, be used by your students.

How you use this CBE curriculum is up to you. It has been based on the best agribusiness information and material available in 1978-79 in West Virginia and the United States.

INSTRUCTOR'S GUIDE - AGRIBUSINESS MANAGEMENT

I. Introduction

The State Department of Vocational, Technical and Adult Education supports the concept of Competency Based Education because it is based upon occupational relevancy and can account for skills required by an individual to perform on the job. CBE is based on mastery learning principles and requires demonstration of skill and thus can ensure that critical skills required of the entry-level worker are included and attained in training. CBE allows for individual progress, and thus can provide employable skills for some students after short periods of training and can also lead to preparation for advanced jobs.

This instructor's guide is to be used as a reference for instructors and an aid in implementing the curriculum in their program. The following sections are included in the guide.

I. Introduction
II. Identification and validation of Job Titles and Competencies
III. Functions of the Developmental Committee
IV. Program Organization
V. Bibliography of Resources
VI. Equipment List
VII. Implementation
Grade Cards

II. Identification and Validation of Job Titles and Competencies

The competencies for Agribusiness Management were identified from the National Agricultural Occupations Competency Study and approximately 900 competencies from IDECC in Columbus, Ohio and input from Agricultural Instructors from West Virginia. The job titles applicable to the Agribusiness Management curriculum.

> 272, 357-010 Sales Representative; Animal Feed Products (Wholesale Trade) sells livestock and poultry-feed produces to farmers and retail establishments.
>
> 272, 357-014 Sales Representative, Farm and Garden Equipment and Supplies. sells farm and garden machinery, equipment and supplies such as tractors, feed, fertilizer, seed, insecticide and farm and garden implements, performing duties as described under Sales Representative.

The competencies and job titles were validated through a mail survey to agribusiness instructors under the Bureau of Vocational, Technical, and Adult Education and agribusiness managers and workers employed throughout the state.

The tentative list of competencies were reviewed by Lowell Cook, Mason County; Greg Fertig, Taylor County; Oscar Harris, Jackson County; Glen McKeever, Greenbriar County; Dwayne O'Dell, Upshur County; Larry Watson, Mannington High School and Phillip Winters, Wirt County.

The surveys were calculated and any tasks that were performed by less than 40% of the workers were dropped.

III. Function of the Developmental Committee

The Developmental Committee played a decisive role in the development of the Agribusiness Management Curriculum. The members of the Committee consisted of Dr. Fred Harrington, State Curriculum Supervisor; Don Michaels, State Agriculture Supervisor; Bill West, Program Specialist, Agriculture; and the following instructors: Lowell Cook; Greg Fertig; Oscar Harris; Glen McKeever; Dwayne O'Dell; Larry Watson and Phillip Winters.

The committee met on several occasions for the following purposes:

1. Establish curriculum format and clarify project objectives.
2. Review major job titles and competencies.
3. Review survey results.
4. Finalize competency list.
5. Review student materials.

IV. Program Organization

The following is a listing of the twelve modules and competencies included in the curriculum.

MODULE 01	Occupational Knowledge
COMPETENCY STATEMENT 01	Describe the working conditions common to agribusiness.
COMPETENCY STATEMENT 02	Describe the economic outlook for agribusiness.
COMPETENCY STATEMENT 03	Describe training and education needed for employment.
COMPETENCY STATEMENT 04	Demonstrate proper employee attitude.
MODULE 02	Selling Principles
COMPETENCY STATEMENT 01	Identify and demonstrate good sales personality.
COMPETENCY STATEMENT 02	Demonstrate basic steps in selling.
MODULE 03	Sale Closing
COMPETENCY STATEMENT 01	Complete sales ticket.
COMPETENCY STATEMENT 02	Operate cash register.
COMPETENCY STATEMENT 03	Operate calculator/ten key adding machine.
COMPETENCY STATEMENT 04	Process checks used for payments.
COMPETENCY STATEMENT 05	Make change.
COMPETENCY STATEMENT 06	Prepare customer purchase for carry out.
MODULE 04	Mathematics
COMPETENCY STATEMENT 01	Compute percentages.
COMPETENCY STATEMENT 02	Compute area and perimeter.
COMPETENCY STATEMENT 03	Compute linear measurement.

MODULE 04	Mathematics
COMPETENCY STATEMENT 04	Convert weights
COMPETENCY STATEMENT 05	Convert metric units of measure to other metric units.
MODULE 05	Related Mathematics
COMPETENCY STATEMENT 01	Compute postal charges.
COMPETENCY STATEMENT 02	Balance cash and total sales at the close of business.
COMPETENCY STATEMENT 03	Compute markup on wholesale items.
COMPETENCY STATEMENT 04	Compute cost of goods by weights or linear measurements.
COMPETENCY STATEMENT 05	Compute quantity requirements of products for customer.
COMPETENCY STATEMENT 06	Compute sales tax.
COMPETENCY STATEMENT 07	Compute depreciation of items.
COMPETENCY STATEMENT 08	Explain time payment principles.
MODULE 06	Advertising
COMPETENCY STATEMENT 01	Identify the purposes of advertising.
COMPETENCY STATEMENT 02	Identify the various methods to inform customers of special events.
COMPETENCY STATEMENT 03	Compare the cost of advertising in the various media.
COMPETENCY STATEMENT 04	Select products to advertise and price of products according to the purpose of advertisements.
COMPETENCY STATEMENT 05	Identify federal and state advertising regulations.
COMPETENCY STATEMENT 06	Advertise products at the correct time according to the season.

MODULE 06	Advertising
COMPETENCY STATEMENT 07	Use manufacturers or suppliers' brochures to keep customers.
COMPETENCY STATEMENT 08	Write advertising copy.
COMPETENCY STATEMENT 09	Develop and/or select advertisements furnished by suppliers.
MODULE 07	Special Sales
COMPETENCY STATEMENT 01	Conduct returns of merchandise.
COMPETENCY STATEMENT 02	Allows discounts for special sales.
COMPETENCY STATEMENT 03	Apply federal and state regulations to rodent control insecticide and pesticide sales.
COMPETENCY STATEMENT 04	Explain warranty and guarantee provisions to customers.
COMPETENCY STATEMENT 05	Schedule renting of equipment.
MODULE 08	Stock
COMPETENCY STATEMENT 01	Plan stock supplies by season.
COMPETENCY STATEMENT 02	Arrange and maintain stock.
COMPETENCY STATEMENT 03	Bin items according to established binning procedures.
MODULE 09	Accounting and Bookkeeping
COMPETENCY STATEMENT 01	Compute daily cash balance.
COMPETENCY STATEMENT 02	Balance customer accounts.
COMPETENCY STATEMENT 03	Balance bank statement against company books.

MODULE 10	Pricing
COMPETENCY STATEMENT 01	Explain factors that affect retail prices.
COMPETENCY STATEMENT 02	Identify common techniques in pricing.
COMPETENCY STATEMENT 03	Record markups and markdowns.
COMPETENCY STATEMENT 04	Compute markups on wholesale items.
MODULE 11	Inventory
COMPETENCY STATEMENT 01	Use necessary forms and records for inventory control.
COMPETENCY STATEMENT 02	Take a physical inventory.
MODULE 12	Shipping and Receiving
COMPETENCY STATEMENT 01	Complete orders for wholesale purchase.
COMPETENCY STATEMENT 02	Check invoice against shipments.
COMPETENCY STATEMENT 03	Compute postal charges.
COMPETENCY STATEMENT 04	Send parts by bus, UPS, and/or U. S. Mail Service.

V. Bibliography

The curriculum is based upon the following textbooks. Loan Copies of the textbooks and purchasing information are available from the Curriculum Laboratory at Cedar Lakes.

GOVERNMENT PUBLICATIONS

Federal Trade Commission, "Guides for Advertising Allowances And Other Merchandising Payments and Services"; Washington, D. C., August 1972.

Federal Trade Commission, "Guides Against Deceptive Advertising of Guarantees", Washington, D. C., April 1960.

Federal Trade Commission, Guides Against Bait Advertising", Washington, D. C., November 1959.

United States Environmental Protection Agency, "The Federal Insecticide, Fungicide, and Rodenticide Act as Ammended September 30, 1978", Office of Pesticide Programs, Washington, D. C. 20460, November 1978.

West Virginia Department of Agriculture, "The Pesticide Act of 1961" Charleston, West Virginia.

West Virginia Department of Agriculture "The West Virginia Pesticide Use and Application Act of 1975", Charleston, West Virginia.

West Virginia Department of Agriculture "The West Virginia Pesticide Use and Application Act of 1975: Regulations" Charleston, West Virginia.

TEXTBOOKS

Carlile, Robert Agriculture Sales and Services Mid America Vocational Curriculum Consortium, Inc.; State Department of Vocational and Technical Education, Stillwater, Oklahoma, 1976.

Ohio Agricultural Education Curriculum Materials Service, Agricultural Business Supply and Service; Columbus, Ohio 1976.

"Advertising and Promotion of Agricultural Products"

"Agricultural Business Money Management"

"Agricultural Business Procedures and Records"

"Human Relations in Agricultural Businesses"

"Marketing Agricultural Products"

"Office Procedures Used in the Agricultural Services"

"Office Procedures Used in the Agricultural Services
Test and Answer Supplement"

"Opportunities in Agricultural Occupations"

"Selling and Salesmanship for Agricultural Products"

"Teacher Answer Supplement and Guide"

VI. Equipment List

Cash register

Ten Key Adding Machine

Calculator

Flat of plants

Rake

Seed

Insecticide

Packaging materials

Postal scale

Scissors

Tape (masking)

Boxes

Box cutter

Dolly

VII. Implementation of Curriculum

The input from the agriculture instructors suggested they needed an individualized curriculum which the student could complete without depending upon class members or lectures and demonstrations by the instructor.

This agribusiness curriculum does call for a close working relationship with an agribusiness in your area. Students will be visiting the business for observation and research.

The following guide was developed to aid in conducting the new program. Each competency sheet is summarized as to equipment needed, instructor's responsibilities, and a summary and/or answers to the Criterion Evaluation. The guide does not include regular instructor activities such as supervising students practice, or checking student practice.

MODULE 01 Occupational Knowledge

COMPETENCY STATEMENT 01 Describe the working conditions common to agribusiness.

EQUIPMENT NEEDED None

TEXTBOOK Opportunities in Agricultural Occupations

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must report on working conditions common to agribusiness. The report can be presented orally or in writing. The report must include:

a. the type of business the student would like to work in after finishing school,
b. three different job descriptions,
c. extreme working conditions.

Students may use references. If the report is written, it must be neat and without spelling errors.

MODULE 01	Occupational Knowledge
COMPETENCY STATEMENT 02	Describe the economic outlook for agribusiness.
EQUIPMENT NEEDED	None
TEXTBOOK	Occupational Outlook Handbook, 1979 (OOH) Opportunities in Agricultural Occupations

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

You will give each student a job title common to agribusiness. The student will report orally or in writing on the economic outlook for that job.

MODULE 01	Occupational Knowledge
COMPETENCY STATEMENT 03	Describe training and education needed for employment.
EQUIPMENT NEEDED	None
TEXTBOOK	Opportunities in Agricultural Occupations Occupational Outlook Handbook, 1979

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

The student must report orally or in writing the educational and/or training requirements necessary for two jobs. The student must use references. The report must be logical, clear, and concise.

MODULE 01	Occupational Knowledge
COMPETENCY STATEMENT 04	Demonstrate proper employee attitude.
EQUIPMENT NEEDED	None
TEXTBOOK	*Human Relations in Agricultural Businesses*

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

You should rate each student four times during the year on proper attitude, using the following as a check-list:

a. attendance and punctuality
b. cleanliness and neatness of work
c. ability to get along with others
d. proper dress
e. reliability
f. ability to follow instructions

MODULE 02	Selling Principles
COMPETENCY STATEMENT 01	Identify and demonstrate good sales personality.
EQUIPMENT NEEDED	None
TEXTBOOK	Selling and Salesmanship for Agricultural Products

INSTRUCTOR'S RESPONSIBILITIES

For Learning Activity 4, ask three people to rate each student, using copies of Handout 02/01/01. The student, should not know who rated him/her.

SUMMARY OF EVALUATION

Using copies of Handout 02/01/01, the student will rate the sales personalities of three people. The student must explain why the people were rated as they were.

MODULE 02	Selling Principles
COMPETENCY STATEMENT 02	Demonstrate basic steps in selling.
EQUIPMENT NEEDED	None
TEXTBOOK	Selling and Salesmanship for Agricultural Products

INSTRUCTOR'S RESPONSIBILITIES

Give true-false quiz for Learning Activity 8. Answers follow.

SUMMARY OF EVALUATION

Use the "Form for Evaluating a Sales Presentation" on page 43 in Selling and Salesmanship for Agricultural Products to rate each student during a role playing demonstration of the basic steps in selling. The student must receive at least a "fair" rating on each item.

Answer Sheet

True-False--"Closing the Sale"

1. F
2. F
3. F
4. T
5. F
6. T
7. F
8. F
9. T
10. T

MODULE 03 Sale Closing

COMPETENCY STATEMENT 01 Complete sales ticket.

EQUIPMENT NEEDED None

TEXTBOOK Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

Give quiz "Identification of Sales Ticket Parts". Answers follow.

SUMMARY OF EVALUATION

Sample sales tickets--answers follow.

Evaluation Answers--03/01--Complete Sales Tickets

1.

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY
TOWN & COUNTRY FARM SUPPLY

059113

PHONE: 766-3520
4117 FIRST AVE.

DATE TODAYS 19

NAME WALNUT HILL'S FARM

ADDRESS YOUR ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
300#	HORSE AND MULE FEED		10	12	30.	36
	LESS DISCOUNT			-	2.	00
					28	36
	Sales Tax					86
	TOTAL				29	22

CLERK YOUR INITIALS
PAID CASH ☐ CHECK ✓
ON ACCT CASH ☐ CHECK ☐
Rec'd By Michael Jay

2.

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY
TOWN & COUNTRY FARM SUPPLY

059113

PHONE: 766-3520
4117 FIRST AVE.

DATE TODAYS 19

NAME Fred Harris

ADDRESS YOUR ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
1 T	6-24-24 Fertilizer		147	15	147	15
2 T	8-32-16 Fertilizer		161	30	322	60
	Sales Tax				14	10
	TOTAL				483	85

CLERK YOUR INITIALS
PAID CASH ☐ CHECK ☐
CHARGE ✓
ON ACCT. CASH ☐ CHECK ☐
Rec'd By Fred Harris

Evaluation Answers--03/01--Complete Sales Tickets

3.

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY

059113

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520
4117 FIRST AVE.

DATE TODAY'S 19

NAME T. + L. FARMS, INC.

ADDRESS YOUR ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
5 bales	BALER TWINE		13	50	67	50
1 T	BEEFMAKER		165	00	165	00
	Sales Tax				6	98
	TOTAL				239	48

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
YOUR INITIALS			✓			George Williams

4.

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY

059113

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520
4117 FIRST AVE.

DATE TODAY'S 19

NAME BETTY HERSHBERGER

ADDRESS YOUR ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
1 T	UREA 45%		152	60	152	60
5 G.	Motor Oil		5	00	25	00
1	5# VEGETABLE DUST		8	30	8	30
	Sales Tax				5	58
	TOTAL				191	48

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
YOUR INITIALS	✓					Betty Hershberger

Evaluation Answers--03/01--Complete Sales Tickets

5

FEED AND SEED

L.P. GAS SALES & SERVICE

059113

DEALER

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 **4117 FIRST AVE.**

DATE TODAYS 19

NAME CHUCK DAVIS

ADDRESS YOUR ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
5 T	DAIRY SUPPLEMENT		231	00	1155	00
	LESS 5% DISCOUNT			—	57	75
	Sales Tax				32	92
	TOTAL				1130	17

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
YOUR INITIALS						Chuck Davis

6

FEED AND SEED

L.P. GAS SALES & SERVICE

05911

DEALER

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 **4117 FIRST AVE.**

DATE TODAYS 19

NAME MORGAN FARMS

ADDRESS YOUR ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUN	
12 #	RYE GRASS SEED			40	4	80
1 G.	2-4-D		10	95	10	95
	Sales Tax					48
	TOTAL				16	23

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
YOUR INITIALS		✓				Mary Morgan

Evaluation Answers--03/01--Complete Sales Tickets

7

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY
TOWN & COUNTRY FARM SUPPLY

059113

PHONE: 766-3520
4117 FIRST AVE.

DATE TODAYS 19

NAME Harold Cook

ADDRESS YOUR ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
2 #	LAWN SEED		90	1 80
1	2 # ROSE DUST		3 30	3 30
			Sales Tax	16
			TOTAL	5 26

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
YOUR INITIALS	✓					Harold Cook

8

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY
TOWN & COUNTRY FARM SUPPLY

059113

PHONE: 766-3520
4117 FIRST AVE.

DATE TODAYS 19

NAME JOAN YOUNG

ADDRESS YOUR ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUN
10	50 # CALF STARTER		5 30	53 00
	LESS DISCOUNT		–	3 00
3	SALT BLOCKS		1 40	4 20
			Sales Tax	1 63
			TOTAL	55 83

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
YOUR INITIALS		✓				Joan Young

Evaluation Answers--03/01--Complete Sales Tickets

9

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059113

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 **4117 FIRST AVE.**

DATE TODAYS 19 ______

NAME JESSE JACKSON

ADDRESS YOUR ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
1 T	6-24-24 FERTILIZER		147	15	147	15
4	50# SEED CORN		41	00	164	00
	LESS DISCOUNT			—	12	30
	Sales Tax				8	97
	TOTAL				307	82

CLERK	PAID		CHARGE	ON ACCT		Rec'd By
	CASH	CHECK		CASH	CHECK	
YOUR INITIALS						Jesse Jackson

1.0 .

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

05911

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 **4117 FIRST AVE.**

DATE TODAYS 19 ______

NAME NANCY BOARDMAN

ADDRESS YOUR ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUN	
3	100# SOYBEAN MEAL		9	79	29	37
2	100# BRAN		7	98	15	96
1	FLY SPRAY		1	90	1	90
	Sales Tax				1	42
	TOTAL				48	65

CLERK	PAID		CHARGE	ON ACCT		Rec'd By
	CASH	CHECK		CASH	CHECK	
YOUR INITIALS	✓					Nancy Boardman

ANSWERS--QUIZ 03/01

A. Date

B. Customer's name

C. Customer's address

D. Description of item

E. Quantity

F. Unit price

G. Total for item

H. Sales tax

I. Grand total

J. Customer's signature

K. Check/change calculation

L. Method of payment

M. Salesperson's initials

1

FEED AND SEED **L.P. GAS SALES & SERVICE** 059113

DEALER

DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY
TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 4117 FIRST AVE.

DATE JUNE 19 19 79

NAME JOHN SMITH

ADDRESS Rt. 5

SMITHVILLE

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
2	50# SEED CORN		41	07	82	14
5 b.	BALER TWINE		15	80	79	00
4	GALLONS OIL		3	50	14	00
	Sales Tax				5	26
	TOTAL				180	40

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
NM	✓					John Smith

2

FEED AND SEED **L.P. GAS SALES & SERVICE** 059113

DEALER

DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY
TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 4117 FIRST AVE.

DATE JULY 10 19 79

NAME DONALD RUCKER

ADDRESS READING ROAD

WILLIAMS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUN	
4 #	LAWN SEED		1	32	5	28
1 #	ROSE DUST		3	30	3	30
1	5# VEGETABLE DUST		8	30	8	30
	Sales Tax					51
	TOTAL				17	39

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
NM			✓			Donald Rucker

Answers--Student Handout 03/01/01

3

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059113

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 **4117 FIRST AVE.**

DATE APRIL 9 19 79

NAME A.L. RHODES

ADDRESS Rt. 6, BOX 321

TUCKER

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
5 T	6-24-24 FERTILIZER		147 15	735 75
	LESS 2% DISCOUNT			-14 71
	Sales Tax			21 63
	TOTAL			742.67

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
NM			✓			A. L. Rhodes

Answers--Student Handout 03/01/01

4

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

05911

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 **4117 FIRST AVE.**

DATE 1 19 79

NAME SAM HUFFMAN

ADDRESS WILSON ROAD

ADAMS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUN
500 #	PORKMAKER			68 25
300 #	SOYBEAN MEAL			30 45
1	BLOCK SALT			1 40
1 T	8-32-16 FERTILIZER			161 30
	Sales Tax			7 85
	TOTAL			269.25

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
NM		✓				George Jones

Instructor's Answer Sheets--03/01/02

1

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520
4117 FIRST AVE.

059113

DATE TODAYS 19

NAME RACHEL GRUMPPE

ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
10	100# BEEF MAKER		9 45	94 50
	Sales Tax			2 84
	TOTAL			97 34

CLERK YOUR INITIALS
PAID CASH ✓ CHECK
CHARGE
ON ACCT CASH CHECK
Rec'd By Rachel Grumppe

2

FEED AND SEED

L.P. GAS SALES & SERVICE
DEALER
DOXOL L.P. GAS
WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520
4117 FIRST AVE.

059113

DATE TODAYS 19

NAME Ed White

ADDRESS

PATRON'S NUMBER
PRODUCER ☐
NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
1 T	5-20-20 FERTILIZER		120 00	120 00
50 B	Hay		2 00	100 00
1	DOG COLLAR		3 25	3 25
	Sales Tax			6 70
	TOTAL			229 95

CLERK YOUR INITIALS
PAID CASH CHECK ✓
CHARGE
ON ACCT CASH CHECK
Rec'd By Ed White

3

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059113

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 4117 FIRST AVE.

DATE TODAYS 19

NAME ADRIAN BRANCHE

ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUNT	
3	100# OATS		7	10	21	30
1	100# 40% DAIRY SUPPLEMENT		10	15	10	15
3 T	6-24-12 FERTILIZER		115	25	345	75
	SALES TAX				11	32
	DELIVERY				32	00
	~~Sales Tax~~					
	TOTAL				420	52

CLERK | PAID CASH CHECK | CHARGE ✓ | ON ACCT CASH CHECK | Rec'd By Adrian Blanche

---

4

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059113

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 4117 FIRST AVE.

DATE TODAYS 19

NAME TRAVIS STEELE

ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE		AMOUN	
5#	LAWN SEED		1	00	5	00
1	5# GROW FAST LAWNSEED		3	17	3	17
1	AUTOMATIC SPRINKLER		25	67	25	67
	CHECK $50.00 PURCH. 34.86 CHANGE $16.14					
	Sales Tax				1	02
	TOTAL				34	86

CLERK YOUR INITIALS | PAID CASH CHECK ✓ | CHARGE | ON ACCT. CASH CHECK | Rec'd By Travis Steele

5

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059113

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 4117 FIRST AVE.

DATE TODAY S 19

NAME JOE DAVIS

ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
	GARDEN SEED			6 19
1	FLAT TOMATO PLANTS		3 25	3 25
	Sales Tax			29
	TOTAL			9 73

~~CLERK~~ YOUR INITIALS	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
			✓			Joe Davis

6

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059113

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 766-3520 4117 FIRST AVE.

DATE TODAYS 19

NAME HELMICK, INC.

ADDRESS

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUN
3	SUPER TURF BUILDER		10 95	32 85
3	TURF BUILDER PLUS 2		10 45	31 35
	CHECK $66.13 PURCH. 66.13 CHANGE $0.00			
	Sales Tax			1 93
	TOTAL			66 13

~~CLERK~~ YOUR INITIALS	PAID CASH	PAID CHECK	CHARGE	ON ACCT CASH	ON ACCT CHECK	Rec'd By
		✓				Henry Jones

MODULE 03 Sale Closing

COMPETENCY STATEMENT 02 Operate cash register.

EQUIPMENT NEEDED Cash Register

TEXTBOOK Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

1. Lecture/demonstrate the features of the cash register.
2. Prepare quiz on identification of the fifteen items on the cash register shown on page 38 of Agricultural Business Procedures and Records.
3. Lecture/demonstrate the operation of the cash register.

SUMMARY OF EVALUATION

Use the Student Checklist to evaluate each student's performance in operating the cash register. The student must receive a satisfactory rating on each item.

STUDENT HANDOUT 03/02/01

ANSWERS

	TOTAL	CHANGE
1.	$ 83.32	$ 6.68
2.	$428.70	$ 21.30
3.	$934.08	$ 65.92
4.	$ 72.00	$ 2.16
5.	$231.45	$268.55
6.	$ 1.10	$ 3.90
7.	$101.36	$ 18.64
8.	$ 64.00	$ 0.00
9.	$173.70	$ 26.30
10.	$134.66	$ 15.54

MODULE 03	Sale Closing
COMPETENCY STATEMENT 03	Operate calculator/ten key adding machine.
EQUIPMENT NEEDED	Ten Key Adding Machine and Calculator
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

1. Prepare quiz on the identification of parts on the ten key adding machine.
2. Prepare quiz on the identification of parts on the calculator.

SUMMARY OF EVALUATION

Ten problems to be computed using the ten key adding machine and the calculator. Students must be 100% accurate. Cover the number keys of the adding machine. Answers follow.

03/03 **Evaluation Answers**

1. 1034.18
2. 2311
3. 76
4. subtotal = 1616
   total = 1292
5. 351,232
6. 792
7. 37192.68
8. 1905.75
9. 1467
10. 2.7726

03/03/02--Practice Problems Answers

1. 6925
2. 539
3. 290
4. 7680
5. 23.40
6. 161
7. 42.97
8. 597.7
9. 1840
10. 648
11. 65.90
12. 41.03
13. 21.50
14. 236.66
15. 59.63
16. 1270.90
17. 7.90
18. 3505.00
19. 71.34
20. 57.98

03/03/04--Practice Problems Answers

1. 1186
2. 333
3. 333
4. 333
5. 333
6. 1620
7. 6,780,032
8. 15.153
9. 6.91
10. 22.2
11. 39.5
12. 65
13. 541
14. 1687.1
15. 922.07

MODULE 03	Sale Closing
COMPETENCY STATEMENT 04	Process checks used for payments.
EQUIPMENT NEEDED	None
TEXTBOOK	*Agricultural Business Procedures and Records*

INSTRUCTOR'S RESPONSIBILITIES

Give quiz, Learning Activity 3. Answers follow.

SUMMARY OF EVALUATION

Given 5 checks and descriptions of how they were presented to the business, the students must explain why they would or would not accept the checks. Students may not use references.

ANSWERS

EVALUATION 03/04

1. Do not accept. Figure and written amount do not agree.
2. Accept the check.
3. Do not accept the check. Customer's signature is too close to first party's--name misspelled in signature.
4. Accept the check, but give customer a pen.
5. Do not accept the check. Too much over purchase and risky credit.

STUDENT HANDOUT--03/04/01--ANSWERS

1. Date missing
   Line not drawn from written figure to dollars

2. Figure written too far to the left

3. Figure and written amount do not agree
   Signature different than name printed on the check

4. Date incomplete
   No signature
   Line not drawn from written figure to dollar

ANSWERS--QUIZ--Learning Activity 3

1. Special endorsement
2. Qualified endorsement
3. Blank endorsement
4. Restrictive endorsement

MODULE 03 Sale Closing

COMPETENCY STATEMENT 05 Make change.

EQUIPMENT NEEDED None

TEXTBOOK Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Given the purchase price and the amount tendered, the student must count the change orally using as few coins as possible. Students must be 100% accurate. Answers follow.

ANSWERS--EVALUATION 03/05

1. 3 $1 bills
   1 dime
   1 nickel

2. 1 $5 bill
   1 $1 bill
   3 quarters
   1 penny

3. 3 $1 bills
   4 pennies

4. 1 $20 bill
   1 $5 bill
   3 quarters
   4 pennies

5. 1 $5 bill
   2 $1 bills
   2 quarters
   2 dimes

6. 1 $5 bill
   1 $1 bill
   3 quarters
   1 nickel
   2 pennies

7. 1 $10 bill
   1 dime

8. 1 quarter
   1 dime
   1 nickel

9. 1 $1 bill
   3 pennies

10. 3 $1 bills
    3 quarters
    1 dime
    4 pennies

MODULE 03	Sale Closing
COMPETENCY STATEMENT 06	Prepare customer purchase for carry out.
EQUIPMENT NEEDED	1 flat of plants 1 rake ¼ lb. corn seed 1 qt. can of insecticide packaging materials
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must package a flat of plants, a rake, ¼ lb. of corn seed and one quart of insecticide for customer carry out. The contents must not be damaged and they must be able to withstand a normal trip in all climates to a customer's house.

MODULE 04 Mathematics

COMPETENCY STATEMENT 01 Compute percentages.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must compute percentages with at least 80% accuracy. Students may not use references. Answers follow.

ANSWERS STUDENT HANDOUT 04/01/01

"COMPUTING PERCENTAGES"

PART A

1. 90%
2. 20.8%
3. 5%
4. 60%

PRACTICE ANSWERS

1. 31.6%
2. 33.3%
3. 19%
4. 75%
5. 67%
6. 75%
7. 25%
8. 12%
9. 15.8%
10. 20%

PART B

1. 192
2. 90
3. 51
4. 7.5

PRACTICE ANSWERS

1. 40
2. 360

3. 6.3
4. 12.16
5. 96
6. 14.45
7. 76
8. 13.13
9. 18.36
10. 88.45

STUDENT HANDOUT 04/01/02

1. 4.21
2. 14%
3. 50%
4. a. 2 yrs. 2.53 b. 3 yrs. 2.65
5. 1.76
6. a. $1.50 b. $ .22 c. $ .60
7. 1%
8. 2919.31
9. 575.39
10. 351.27

EVALUATION

1. 13%
2. $ .24
3. 127.5
4. 33%
5. 31.8
6. 12.5%
7. 6%
8. 331.08
9. a. $3.21 b. $ 2.92
10. $3,440.00

MODULE 04	Mathematics
COMPETENCY STATEMENT 02	Compute area and perimeter.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must compute areas and perimeters with at least 90% accuracy. They may not use references. Answers follow.

ANSWERS--EVALUATION 04/02

1. 80 sq. ft.
2. 36 ft.
3. 120 sq. ft.
4. 42 ft.
5. 40 ft.
6. 132 sq. ft.

1. 6 sq. ft. area
   12 ft. perimeter
2. 7½ sq. in. area
   15 in. perimeter
3. 12 2/3 sq. in. area
   13 3/4 in. perimeter
4. 15 1/8 sq. ft. area
   14 3/4 ft. perimeter
5. 27½ sq. ft. area
   15 ft. perimeter

ANSWERS--STUDENT HANDOUT 04/02/01

1. 154 ft.
2. 178 in.
3. 158 ft.
4. 22 ft.
5. 100 in.
6. 262 meters
7. 40 rods
8. 186 centimeters
9. 56 ft.
10. 210 in.

1. 7'
2. 7'
3. 14'
4. 31"
5. 26'
6. 15"
7. 25'

ANSWERS

STUDENT HANDOUT

04/02/02

Areas of Rectangles

1. 2448 sq. ft.
2. 576 sq. rods
3. 2499 sq. miles
4. 1742 sq. meters
5. 744 sq. km.
6. 285 sq. in.
7. 184 sq. yds.
8. 1036 sq. ft.
9. 14,271 sq. cm.
10. 3726 sq. in.

Areas of Triangles

1. 1½ sq. ft.
2. 1 sq. ft.
3. 12 sq. yds.
4. 324 sq. rods
5. 9 sq. meters

Practice

1. 35 sq. km.
2. 765 sq. ft.
3. 12,100 sq. yds.
4. 200 sq. cm.
5. 2142 sq. rods
6. 22½ in.
7. 220½ sq. ft.
8. 12,800 sq. meters
9. 80 sq. rods
10. 200 sq. km.

STUDENT HANDOUT 04/02/03

ANSWERS

1. 1050'
2. 3150'
3. 67,500 sq. ft.
4. 495'
5. Divide the area into two triangles
6. 7,312½ sq. ft.

MODULE 04	Mathematics
COMPETENCY STATEMENT 03	Compute linear measurements.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must work the problems with 100% accuracy. Student Handout 04/03/02 may be used as a reference. Answers follow.

EVALUATION
04/03

ANSWERS

1. 1286 ft.
2. 2976 ft.
3. 12 miles
4. 9 ft.
5. 24 inches or 2 ft.
6. 880 yds.
7. 4.12 ft.
8. 2400 rods

STUDENT HANDOUT
04/03/03

ANSWERS

1. 12 yds or 36 ft.
2. 1770 yds.
3. 17 in.
4. 2,248 rods
5. 5080 ft.
6. 260 yds.
7. 18 inches
8. 5 rods
9. 10 ft.
10. 480 rods
11. 11 yds.
12. 216 in.
13. .333 yds.
14. .027 yds.

MODULE 04 Mathematics

COMPETENCY STATEMENT 04 Convert weights.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

Prepare quiz on the information in Student Handout 04/04/02 "Weight Equivalents".

SUMMARY OF EVALUATION

Students must solve the problems with 100% accuracy. They may not use references. Answers follow.

EVALUATION

ANSWERS

1. 1 lb. 1 oz.
2. 1
3. 20
4. 16 ozs.
5. 96 ozs.
6. 220 CWT
7. 48 ozs.

STUDENT HANDOUT
04/04/03

Practice Problems
ANSWERS

1. 45 lbs.
2. 35 drams
3. 6,611 grains
4. 600 lbs.
5. 18 drams
6. 87 lbs.
7. 8100 lbs.
8. 22 drams
9. 20,000 grains
10. 19 lbs.
11. 23 lbs.

MODULE 04	Mathematics
COMPETENCY STATEMENT 05	Convert metric units of measure to other metric units.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must score 100%. Student Handout 04/02/01 may be used as a reference. Answers follow.

EVALUATION 04/05

ANSWERS

1. 200 meters
2. 50,000 meters
3. .730 kilometers
4. 200 grams
5. 1 gram
6. 1 centigram
7. 70 centigrams
8. 2.5 liters
9. .19 liters
10. .054 liters

STUDENT HANDOUT 04/05/02

ANSWERS

1. 10 kilometers = 10 x 1000 meters = 1 myriameter
   + 5 myriameters   + 5 myriameters
   5 myriameters

2. Convert to meters and add
   1 meter = 1
   1 decimeter = 0.1 meter
   1 centimeter = 0.01 meter
   1 millimeter = 0.0001 meter
   1.111 meters

3. 35.7 cm

4. 0.357 m

5. 428 mm

6. .428 m

7. 498 cm

8. .730 km

9. 8,130 m

ANSWERS--STUDENT HANDOUT 04/05/03

1. 1 kilogram = 1,000 gram x 3 = 3,000 grams
   1 decagram = 10 grams x 5 = 50 grams
   3,000 grams
   + 50 grams
   3,050 grams

2. 10 milligrams = 1 centigram
   + 5 centigrams
   6 centigrams

3. 1,000 milligrams = 1 gram
   10 decigrams = +1 gram
   2 grams

4. 1 metric ton = 1,000,000 grams x 3 = 3,000,000 grams
   1 quintal = 100,000 grams x 5 = - 500,000 grams
   2,500,000 grams

5. 1 quintal = 100,000 x 2 = 200,000 grams
   1 milligram = 10,000 x 9 = -90,000 grams
   110,000 grams

6. 1 decigram = .1 gram x 9 = .9 grams
   1.0 gram
   - .9 gram
   .1 gram or 1 decigram

7. 700 milligrams = 70 centigrams = 70 centigrams
   10 milligrams = 1 centigram = - 6 centigrams
   64 centigrams

8. 6,000.19 grams

9. 3,010.5 grams

10. 510.800 grams

11. 40 grams

12. .39 grams

13. .79 grams

14. 108.01 grams

STUDENT HANDOUT

04/05/04

ANSWERS

1. 1 kiloliter = 1,000 liters
   1 decaliter = 10 liters

   1,000 liters
   10 liters
   + 25 liters
   1,035 liters

2. 5 deciliters = 0.5 liter
   5 centiliters = .05 liter
   5 milliliters = + .005 liter
   .555 liter

3. 1 hectostere = 100,000 liters x 2 = 200,000 liters
   1 kiloliter = 1,000 liters x 3 = 3,000 liters
   1 hectoliter = 100 liters x 9 = 900 liters
   203,900 liters

4. 87,000 liters

5. .1 liter

6. 1.11 liter

7. 2 liters

8. 9,403.9 liters

9. 590 liters

10. 5.324 liters

11. 2.2 liters

12. 29.71 liters

13. 20 liters

14. .7 kiloliters

MODULE 05 Related Mathematics

COMPETENCY STATEMENT 01 Compute postal charges.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must score 100% on computing postage. They may use references. Answers follow.

ANSWERS--EVALUATION 05/01

1. $.15
2. You can't send books weighing 6 lbs. third class.
3. $2.00
4. Special Handling
5. Third class--$79.00
6. $2.10
7. Third class--$.53
8. Priority Mail--$1.71
9. Priority Mail--Zone 5--$1.88
10. $2.75

PART II

1. $1.56
   4th class
   zone 1

2. zone 5

Priority Mail	$12.99
Special Handling	1.25
	$14.24

3. 4th class books
   $1.38

4. Priority Mail

zone 5	$22.18
Insurance	1.75
Return Receipt	.45
	$25.33

5. 3rd class

80

ANSWERS--PRACTICE 05/01/01

1. 3rd
2. 1st
3. C.O.D., special handling, or priority mail
4. 3rd
5. express mail

ANSWERS--PRACTICE 05/01/02

1. $.15 first class

2. each pamphlet $.40
   third class rate 20 x $.40 = $8.00

3. $.15 first class
   $.80 certified mail
   $.95

4. $.15 1st class
   .15 1st class
   .15 1st class
   .13 additional ounce
   .13 additional ounce
   $.71

5. $1.05 3rd class
   .80 registered mail
   $1.85

6. You can't send it 3rd class.
   $.15 1st class
   .13 additional ounce
   .13 additional ounce
   $.41

ANSWERS--PRACTICE 05/01/03

1. 4
2. 4
3. 3
4. 3
5. 3
6. 5
7. 1
8. 4
9. 5
10. 5

MODULE 05	Related Mathematics
COMPETENCY STATEMENT 02	Balance cash and total sales at the close of business.
EQUIPMENT NEEDED	None
TEXTBOOK	*Agricultural Business Procedures and Records*

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must compute cash balance with 100% accuracy. References may not be used. Answers follow.

ANSWERS--EVALUATION 05/02

Cash	$384.62
Checks	91.98
Cash Out	213.95
Balance	262.65

MODULE 05	Related Mathematics
COMPETENCY STATEMENT 03	Compute markup on wholesale items.
EQUIPMENT NEEDED	None
TEXTBOOK	Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must score 90% in computing markup, selling price, or percentage. Answers follow.

ANSWERS--EVALUATION 05/03

Item	Cost Per Unit	% Markup	$ Markup	Selling Price
Timothy	$11.00 bu.	15.0	1.65	$12.65
6-12-12 Fertilizer	78.78 ton	13.6	10.71	89.49
Soybean Meal	9.00 hundred	22.0	1.98	10.98
40% Poultry Supplement	202.00 ton	22.0	44.44	246.44
Oats	6.90 hundred	06.4	.44	7.34
Antifreeze	4.45 gallon	25.0	1.11	5.56

MODULE 05 Related Mathematics

COMPETENCY STATEMENT 04 Compute cost of goods by weights or linear measurements.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must compute the cost of items with 100% accuracy. Answers follow.

Instructor's Answer Sheet

Evaluation
05/04

1. $ .80
2. $ 36.79
3. $247.50
4. $ 75.00
5. $250.00
6. $ 75.75
7. $925.00
8. $ 90.00
9. $ 51.36
10. $180.00

Instructor's Answer Sheet

05/04/01
Applied Problems

1. $110.00
2. $ 81.00
3. $ 13.35
4. $ 34.00
5. $ 7.50
6. $ 2.44
7. $158.40
8. $ 44.91
9. $ 32.25
10. $187.50
11. $ 1.49
12. $148.50
13. $ 10.00
14. $ 36.00
15. $ 15.48

MODULE 05	Related Mathematics
COMPETENCY STATEMENT 05	Compute quantity requirements of products for customer.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

1. Prepare a set of problems for Learning Activity 2.
2. Provide 10 sets of instructions found on products (labels) and devise 10 descriptions of customer needs for evaluation.

SUMMARY OF EVALUATION

Ten problems. Students may not use references. Students must score at least 90%.

MODULE 05	Related Mathematics
COMPETENCY STATEMENT 06	Compute Sales Tax
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

Prepare a quiz for Learning Activity 1.

SUMMARY OF EVALUATION

Students must complete 10 problems with 100% accuracy. Answers follow.

ANSWERS--EVALUATION 05/06

1. Exempt
2. $.32
3. Exempt
4. Exempt
5. $.45
6. Exempt
7. $.11
8. $10.45
9. $.08
10. $.38

ANSWERS--Computing Sales Tax

1. $.49
2. $1.88
3. $.04
4. $17.25
5. $4.50
6. $.44

MODULE 05	Related Mathematics
COMPETENCY STATEMENT 07	Compute depreciation of items.
EQUIPMENT NEEDED	None
TEXTBOOK	Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

Prepare quiz for Learning Activity 2.

SUMMARY OF EVALUATION

Students must compute depreciation with 100% accuracy. Answers follow.

ANSWERS--EVALUATION 05/07

Item	Depreciation Base	Yearly Depreciation
Grain Warehouse	45,000	1500
Retail Office	23,000	766.66
Greenhouse	22,000	733.33
Flat-bed Truck	11,100	2,220
Pick-up Truck	8,700	1740
Grinder	9,050	754.16
Mixer	6,475	431.66
Forklift	10,800	720.00
Greenhouse Heater	1,400	140.00
10-Key Adding Machine	108	9.00
Calculator	448	44.80
Cash Register	1,180	118.00
Filing Cabiner	350	14.00
Desk	250	8.33
Check Writer	300	30.00

Total Business
Depreciation
for the Year----------$9229.94

MODULE 05	Related Mathematics
COMPETENCY STATEMENT 08	Explain time payment principles.
EQUIPMENT NEEDED	None
TEXTBOOK	Agricultural Business Money Management

INSTRUCTOR'S RESPONSIBILITIES

Prepare quiz for Learning Activity 4.

SUMMARY OF EVALUATION

Students must present report, either orally or in writing on credit policies.

MODULE 06 Advertising

COMPETENCY STATEMENT 01 Identify the purposes of advertising.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

Arrange for a lecture by an advertising agent.

SUMMARY OF EVALUATION

True - False. Answers follow.

06/01 EVALUATION ANSWERS

1. True
2. False
3. True
4. False
5. True
6. True

MODULE 06	Advertising
COMPETENCY STATEMENT 02	Identify the various methods to inform customers of special events.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Description, oral or written, of four methods of advertising.

MODULE 06 Advertising

COMPETENCY STATEMENT 03 Compare the cost of advertising in the various media.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must report, orally or in writing, on advertising media available in your area.

MODULE 06 Advertising

COMPETENCY STATEMENT 04 Select products to advertise and price of products according to the purpose of advertisements.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Description/discussion.

MODULE 06 Advertising

COMPETENCY STATEMENT 05 Identify federal and state advertising regulations.

EQUIPMENT NEEDED None

TEXTBOOKS *Guides Against Bait Advertising*

Guides Against Deceptive Advertising of Guarantees

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students will describe, orally or in writing, why given advertisements are or are not in line with Federal regulations. Answers follow.

INSTRUCTOR'S ANSWER SHEET

06/05

EVALUATION

1. The advertised guarantee fails to disclose:
    a. what part or parts of the product are graranteed
    b. what characteristics or properties of the product are covered by, or excluded from, the guarantee
    c. what, if anything, anyone claiming under the guarantee must do before the guarantor will fulfill his obligation, such as return of the product and payment of service on labor charges
    d. the manner in which the guarantor will perform.

2. The advertised guarantee fails to disclose:
    a. what the guarantor will do if the savings are not realized
    b. any limitations that the guarantor might impose.

3. This advertised guarantee is in line with federal regulations.

MODULE 06 Advertising

COMPETENCY STATEMENT 06 Advertise products at the correct time according to the season.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES
None

SUMMARY OF EVALUATION

Students will submit written descriptions of seasonal advertising campaign.

MODULE 06 Advertising

COMPETENCY STATEMENT 07 Use manufacturers' or suppliers' brochures to keep customers informed of new products.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Report.

MODULE 06	Advertising
COMPETENCY STATEMENT 08	Write advertising copy.
EQUIPMENT NEEDED	None
TEXTBOOK	*Advertising and Promotion of Agricultural Products*

INSTRUCTOR'S RESPONSIBILITIES

Give a quiz on Learning Activity 3. Answers follow.

SUMMARY OF EVALUATION

Students must prepare a newspaper advertisement that rates satisfactory on all items of the Student Checklist.

ANSWER SHEET

General **Features** of All Advertising

1. True
2. True
3. False
4. False
5. True
6. False
7. True
8. True
9. False
10. True

MODULE 06	Advertising
COMPETENCY STATEMENT 09	Develop and/or select advertisements furnished by suppliers.
EQUIPMENT NEEDED	Scissors and tape
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

1. Duplicate 06/09/01 for Learning Activity 3.
2. Collect packet of advertising materials for the Evaluation.

SUMMARY OF EVALUATION

Students must develop a 4" by 6" newspaper advertisement that rates satisfactory on each item of the Student Checklist.

MODULE 07 Special Sales

COMPETENCY STATEMENT 01 Conduct returns of merchandise.

EQUIPMENT NEEDED None

TEXTBOOK Human Relations in Agricultural Business

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must describe "return" situations and must receive a satisfactory rating on each item of the Student Checklist.

ANSWERS--EVALUATION 07/01

1. Treat customer politely and ask him to come back tomorrow when the manager will be in and to bring the hay.

2. Receipt--Katherine Pritt

3. Receipt--Mike Clark

4. Receipt--Emily Dewitt

5. Receipt--Kevin Higley

ANSWERS--EVALUATION 07/01

2.

STOP AND GROW
RETURN RECEIPT

Customer's Name Katherine Pritt

Address Student's Choice
West Virginia

Acct. Number

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
✓		Students	choice	Student

QUANITY	ITEM	PRICE	TOTAL
1	pipe wrench	12.13	12.13
		TAX	37
		TOTAL	12.50

Reason for return too small - didn't need

Action Taken 12.50 refunded

Approved by Student's instructor

3.

STOP AND GROW
RETURN RECEIPT

Customer's Name Mike Clark

Address Students Choice

Acct. Number Students Choice

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
	✓	Students Choice		

QUANITY	ITEM	PRICE	TOTAL
1	cracked corn	8.95	8.95
		TAX	27
		TOTAL	922

Reason for return Wanted to exchange corn for oats

Action Taken Cash refunded - customer then paid cash for oats.

Approved by Students instructor

4.

STOP AND GROW
RETURN RECEIPT

Customer's Name Emily Dewitt

Address Students Choice

Acct. Number Students Choice

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
	✓	Students	Choice	

QUANITY	ITEM	PRICE	TOTAL
1 gal	insecticide	9.90	9.90
		TAX	30
		TOTAL	10.20

Reason for return Wants to exchange for a larger container.

Action Taken Acct. credited payed cash for exchange.

Approved by Students instructor

5.

STOP AND GROW
RETURN RECEIPT

Customer's Name Kevin Higley

Address Student's Choice

Acct. Number

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
✓		3/10/80		Student

QUANITY	ITEM	PRICE	TOTAL
1	50# soybean		
	meal	3.18	3.18
		TAX	10
		TOTAL	3.28

Reason for return bug infested

Action Taken refund 3.28

Approved by students instructor

ANSWERS--Practice 07/01/01

A. Address left off
Cash and charge both checked
Type amount of fertilizer not stated
Total wrong
Item was exchanged--difference should have been noted on amount
Exchange not approved

B. Account number missing
Date purchased is two days in the future from date returned
Error in computing total price of Rye grass seed
Tax not added
Reason for return not completed
Return not approved

ANSWERS--PRACTICE 07/01/01 II

STOP AND GROW
RETURN RECEIPT

1.

Customer's Name Dennis Seckman

Address 2311 Blackwell Dr.
Charleston, WV

Acct. Number

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
✓		STUDENT'S CHOICE	STUDENTS CHOICE	STUDENT'S INITIALS

QUANITY	ITEM	PRICE	TOTAL
1	horse halter	8.97	8.97
		TAX	27
		TOTAL	9.24

Reason for return Rubbed hair off of horse

Action Taken Refunded 9.24

Approved by Students Instructor

STOP AND GROW
RETURN RECEIPT

2.

Customer's Name Scott Grafton

Address 321 Baker St
Lewisburg, WV

Acct. Number Students Choice

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
	✓	STUDENTS CHOICE	STUDENTS CHOICE	STUDENTS INITIALS

QUANITY	ITEM	PRICE	TOTAL
1	electric grass shears.	33.00	33.00
	less exchange pair of [illegible]	28.95	-28.95
			4.05
		TAX	12
		TOTAL	4.17

Reason for return unhappy with item

Action Taken Shears exchanged - Credit $ 4.17 to acct.

Approved by Students instructor

3.

STOP AND GROW
RETURN RECEIPT

Customer's Name Anna Brown

Address Students Choice

Acct. Number

CASH	CHARGE	DATE PURCHASED	TODAYS DATE	CLERK
✓		Student's Choice		

QUANITY	ITEM	PRICE	TOTAL
1	snow shovel	8.98	8.98
		TAX	27
		TOTAL	9.25

Reason for return defective handle

Action Taken item exchanged at sale price

Approved by Student's instructor

MODULE 07	Special Sales
COMPETENCY STATEMENT 02	Allows discounts for special sales.
EQUIPMENT NEEDED	None
TEXTBOOK	Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

Prepare a quiz for Learning Activity 1.

SUMMARY OF EVALUATION

Students must formulate a plan for discount buying.

MODULE 07	Special Sales
COMPETENCY STATEMENT 03	Apply federal and state regulations to rodent control insecticide and pesticide sales.
EQUIPMENT NEEDED	None
TEXTBOOK	"West Virginia Pesticides Use and Application Act of 1975" "West Virginia Pesticide Use and Application Act of 1975: REGULATIONS"

INSTRUCTOR'S RESPONSIBILITIES

Arrange for a lecture to be given by a representative of the Department of Agriculture.

SUMMARY OF EVALUATION

Written test. Students must score at least 80%. References may not be used. Answers follow.

EVALUATION 07/03--ANSWERS

PART I

1. F
2. T
3. F
4. F
5. T
6. F
7. T
8. F
9. F
10. T

PART II

1. Acrolein	All
2. Aldicarb	some agricultural uses; it is under further evaluation
3. Calcium cyanide	All
4. Endrin	All
5. Hydrocyanic acid	All
6. Methyl bromide	(non-domestic) for soil treatment in closed systems; if the container does not have more than 1.5 lb. of methyl bromide with .25% to 2% chloropicrin
7. Paraquat	spot weed and grass control if it is pressurized spray containing .44% Paraquat
8. Strychnine	dry baits, pellets, and dry powder (.5% and less) if used in subsoil

MODULE 07	Special Sales
COMPETENCY STATEMENT 04	Explain warranty and guarantee provisions to customers.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

1. Prepare quiz for Learning Activity 1.
2. Obtain a copy of a warranty to be used in the Evaluation.

SUMMARY OF EVALUATION

Role-playing warranty explanation. Students must receive a satisfactory rating on each item of the Student Checklist.

INSTRUCTOR'S ANSWER SHEET

STUDENT HANDOUT

07/04/02

Parts of a Warranty

1. limited
2. all parts guaranteed
3. manufacturer
4. repair or replacement at the manufacturer's option
5. yes
6. customer pays for shipment to the factory or authorized service station--manufacturer pays for shipment back to customer
7. 12 months from date of purchase
8. original purchaser
9. a. Warranty does not extend to any Fencer subjected to: lightening damage, misuse, neglect, accident, or improper installation, or to any Fencer which has been altered or repaired by anyone other than the manufacturer and its authorized service stations.
   b. Warranty does not cover shipment from the purchaser to the factory or service station.
   c. No refunds will be given.
   d. If the purchaser sends the Fencer back to the factory and examination shows that the failure was not caused by defects covered under the warranty, the service charges, as well as the return shipment costs, will be the responsibility of the owner.

MODULE 07	Special Sales
COMPETENCY STATEMENT 05	Schedule renting of equipment
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must pass a written test on the scheduling of rental equipment with 100% accuracy. References may not be used. Answers follow.

ANSWERS--EVALUATION 07/05

1. no
2. yes
3. yes
4. yes
5. yes
6. yes
7. no
8. yes
9. yes
10. yes

ANSWERS--PRACTICE 07/05/01

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059114

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 755-3520 4117 FIRST AVE. NITRO, W. VA. 25143

DATE July 28 19 79

NAME HARRY JONES

ADDRESS STUDENT'S CHOICE

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
1	RENTAL: HAY BALER #2		50.00/dy	100 00
	2 days			
	50% deposit.		50.00	
	DAY OUT JULY 29			
	DAY IN: AUG 1		2 add day	100 00
			penalty	+50 00
				150 00
	127			
	Sales Tax		(rental only)	3 00
	TOTAL			153 00

Thank You!

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT. CASH	ON ACCT. CHECK	Rec'd By
you	✓					Harry Jones

FEED AND SEED

L.P. GAS SALES & SERVICE

DEALER

059114

DOXOL L.P. GAS

WILLIAMS ENERGY COMPANY

TOWN & COUNTRY FARM SUPPLY

PHONE: 755-3520 4117 FIRST AVE. NITRO, W. VA. 25143

DATE July 3 19 79

NAME Aspen Richards

ADDRESS Students Choice
West Virginia

PATRON'S NUMBER

PRODUCER ☐

NON PRODUCER ☐

QUANTITY	DESCRIPTION	CODE	PRICE	AMOUNT
	Rental: Corn		1.00/hr	8.00
	planter			
	deposit: 8.00			
	Time out 9:00 am			
	Time in 5:00 pm.			
				123
	Sales Tax			24
	TOTAL			8 24

Thank You!

CLERK	PAID CASH	PAID CHECK	CHARGE	ON ACCT. CASH	ON ACCT. CHECK	Rec'd By
you		✓				Aspen Richards

MODULE 08	Stock
COMPETENCY STATEMENT 01	Plan stock supplies by season
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

Arrange for a lecture by a guest speaker for Learning Activity 5.

SUMMARY OF EVALUATION

Students must make a list of seasonal stock items.

MODULE 08	Stock
COMPETENCY STATEMENT 02	Arrange and maintain stock.
EQUIPMENT NEEDED	Boxes Box cutter Dolly
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

1. Lecture/demonstration for Learning Activity 4.
2. Make arrangements for a lecture by a manager of an agribusiness for Learning Activity 5.
3. Prepare a quiz for Learning Activity 5.

SUMMARY OF EVALUATION

Students must answer written questions with at least 90% accuracy. References may not be used. Answers follow.

ANSWERS--EVALUATION 08/02

1. a. People feel they have a wide choice.
   b. If the shelves are neat and clean, the people don't feel as if everything is picked over.
   c. It is hard to sell an item that is dirty or misplaced.
   d. It keeps the customers from buying the wrong item.

2. a. forward stock--items placed so the customers can help themselves
   b. under the counter stock--items arranged so the salespeople can get them as soon as they need them
   c. shelf stock--items kept behind counters where the customer can see them
   d. forward reserve stock--items kept out of the customers' way but available so the salespeople can fill or replace the items as soon as they are sold
   e. warehouse stock--items that are kept in a separate building or room other than the selling area

3. It helps the salesperson find the item. It might bring on a related sale. The customer can find the items they may need easily.

4. back injuries
   cuts from box cutters
   damaged merchandise from opening packages wrong
   dropping merchandise from an overloaded or improperly balanced dolly

5. a. explosions from insecticides
   b. damaged grain, feed, seed, fertilizer
   c. dampness can ruin some products
   d. temperature extremes can damage some products

MODULE 08 Stock

COMPETENCY STATEMENT 03 Bin items according to established binning procedures.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Oral or written description.

MODULE 09 Accounting and Bookkeeping

COMPETENCY STATEMENT 01 Compute daily cash balance.

EQUIPMENT NEEDED None

TEXTBOOK *Agricultural Business Procedures and Records*

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must compute cash balance with 100% accuracy. References may not be used. Answers follow.

ANSWERS--EVALUATION 09/01

Cash	384.62
Checks	91.98
Cash Out	213.95
Balance	262.65

MODULE 09	Accounting and Bookkeeping
COMPETENCY STATEMENT 02	Balance customer accounts
EQUIPMENT NEEDED	Calculator or adding machine
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Student must balance a customer's account with 100% accuracy. Calculators or adding machines may be used. Answers follow.

Instructor's Answer Sheet
Evaluation
09/02

Finley, James H.

DATE				
				89.21
9/4/78	15 Lube tubes	8.25		97.46
	5 T 6-24-24 Fertilizer	600.00		697.46
	200 100# 32% Beef Maker	1820.00		2517.46
9/9/78			2000.00	517.46
	1 gal. Antifreeze	4.45		521.91
9/12/78	5 100# Soybean Meal	45.00		566.91
	2 T Bulk Lime	164.00		730.91
	5 B Baler Twine	73.35		804.26
	100# Salt	2.94		807.20
9/13/78	2500# Shelling	175.00		982.20
9/17/78			500.00	482.20
9/21/78	2 T 40% Hog Supplement	400.80		883.00
	1 5 G. Flyspray	16.95		899.95
			650.00	249.95

Practice Answers 09/02/01

Anson, Albert
Appliance Buyers Inc.
Bell, William A.
Bell, William V.
Bright, William B.
Bright, William B. II
Caperton, Delma
Capital City Industrial Supply Co.
Capital Financial Service
Carson, H. C.
Cobb, Jack
Cottrill, Larry R.
Farris, Linda
Gilley, Walter H.
Hardin, Lewis F.
Hardin, Lon
Jett, Steven
Kirk, Cal
Kirk, Captain
Long, Diana
Long, Donna
McCarty, John
McGinnes, John C.
Melton, Ruby
Parkins, Viola
Royal, O. E.
Starr, Bethel
Starr, Ringo
Turley, Jas
Zahrndt, William
Zain, Pete
Zaki, Helmy

Answers--Practice--09/02/02

1.	Balance	April 2	16.95	
	Balance	April 25	14.53	
	Balance	May 29	34,83	
2.	Balance	Aprill 10	608.22	
	Balance	May 1	91.42	
3.	Balance	April 25	155.45	
	Balance	May 1	399.55	Credit
	Balance	June 1	359.16	Credit

Instructor's Answer Sheet
09/02/03
Practice Problems

Harris, George

DATE	ITEM	DEBIT	CREDIT	BALANCE
4/1/79	5 bu. Ranger Alfalfa	311.50		311.50
	7 bu. Alfalfa	77.00		388.50
	7 50# Agricultural Lime	14.00		402.50
4/3/79			300.00	102.50
4/5/79	5 B. Baler Twine	73.25		175.75

Simmons, Betty

4/1/79	1 T 40% Poultry Supplement	202.00		202.00
	2 50# Oyster Shell	3.64		205.64
			100.00	105.64
4/3/79	1 5 g. Flyspray	16.95		122.59
	1 g. Antifreeze	4.45		127.04
4/4/79			75.00	52.04

T. and J. Farms, Inc.

4/1/79	3 T 6-24-24 Fertilizer	395.04		395.04
4/2/79	500 bu. Seed Wheat	575.00		970.04
	2 100# Calf Starter	19.24		989.28
			500.00	489.28
4/5/79	6 4# Salt Blocks	2.40		491.68
	10 bu. Seed Corn	350.00		841.68

MODULE 09	Accounting and Bookkeeping
COMPETENCY STATEMENT 03	Balance bank statement against company books.
EQUIPMENT NEEDED	Calculator or adding machine
TEXTBOOK	Agricultural Business Procedures and Records.

INSTRUCTOR'S RESPONSIBILITIES

1. Prepare a quiz for Learning Activity 1.
2. Prepare a quiz for Learning Activity 3.

SUMMARY OF EVALUATION

Students must balance bank statement against company books with 100% accuracy. References may not be used. Students may use a calculator or an adding machine. Answers follow.

ANSWERS--EVALUATION 09/03

1,239.00	(total deposits)
+45,372.00	(beginning balance)
46,611.00	
- 1,186.24	(checks written)
45,424.76	
- 1.10	(service charge- 10¢ per check)
45,423.66	Final balance

1,239.00	(total deposit)
+45,372.00	(beginning balance)
46,611.00	
- 450.62	(checks written)
46,160.38	
- .70	(service charge)
46,159.68	
- 735.62	(outstanding checks)
45,424.06	
- .40	(service charge on outstanding checks)
45,423.66	Final balance

MODULE 10 Pricing

COMPETENCY STATEMENT 01 Explain factors that affect retail prices.

EQUIPMENT NEEDED None

TEXTBOOK *Marketing Agricultural Products*

INSTRUCTOR'S RESPONSIBILITIES

Prepare a quiz for Learning Activity 1.

SUMMARY OF EVALUATION

Report. References may not be used.

MODULE 10	Pricing
COMPETENCY STATEMENT 02	Identify common techniques in pricing.
EQUIPMENT NEEDED	None
TEXTBOOK	None

INSTRUCTOR'S RESPONSIBILITIES

1. Make arrangements for a lecture by a representative of the Better Business Bureau for Learning Activity 3.
2. Prepare a quiz for Learning Activity 3.

SUMMARY OF EVALUATION

Students must answer written questions with at least 90% accuracy. Answers follow.

ANSWERS--EVALUATION 10/02/01

1. Odd number draws attention.
   People think they are saving a lot of money--they will buy quicker.

2. Items priced just above cost to attract customers

3. (student's choice)

4. Article sold for less than its cost to the store.

5. (student's choice)

6. That the article is sold at a price that covers both the cost of the goods and the store's operating expense.

7. If one retailer signs a contract with a manufacturer to sell at prices set by the manufacturer, other retailers have to do the same.

MODULE 10 Pricing

COMPETENCY STATEMENT 03 Record markups and markdowns

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Four problems. Answers follow.

ANSWERS--EVALUATION 10/03

1. markdown $.24
2. markdown $.06 lb.
3. markup $2.25/gal.
4. markup $.13/lb.

MODULE 10 Pricing

COMPETENCY STATEMENT 04 Compute markups on wholesale items.

EQUIPMENT NEEDED None

TEXTBOOK Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must compute markup, selling price or percentage for the given items with at least 90% accuracy. Answers follow.

ANSWERS--EVALUATION 10/04

Item	Cost Per Unit	% Markup	$ Markup	Selling Price
Timothy	$11.00 bu.	15.0	1.65	$ 12.65
6-12-12 Fertilizer	78.78 ton	13.6	10.71	89.49
Soybean Meal	9.00 hundred	22.0	1.98	10.98
40% Poultry Supplement	202.00 ton	22.0	44.44	246.44
Oats	6.90 hundred	06.4	.44	7.34
Antifreeze	4.45 gallon	25.0	1.11	5.56

MODULE 11 Inventory

COMPETENCY STATEMENT 01 Use necessary forms and records for inventory control.

EQUIPMENT NEEDED None

TEXTBOOK Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Students must complete the exercise on page 83 in Agricultural Business Procedures and Records with 100% accuracy. References may not be used.

MODULE 11 Inventory

COMPETENCY STATEMENT 02 Take a physical inventory.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

Provide a section of a store or stock room and inventory forms for the evaluation.

SUMMARY OF EVALUATION

Students must take an inventory with 100% accuracy.

MODULE 12 Shipping and Receiving

COMPETENCY STATEMENT 01 Complete orders for wholesale purchase.

EQUIPMENT NEEDED None

TEXTBOOK Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

1. Prepare a quiz for Learning Activity 1.
2. Provide sample purchase orders for Learning Activity 5.
3. Provide a wholesale catalog for the Evaluation.

SUMMARY OF EVALUATION

Students must complete a purchase order. References may not be used.

MODULE 12	Shipping and Receiving
COMPETENCY STATEMENT 02	Check invoice against shipments.
EQUIPMENT NEEDED	Shipment items
TEXTBOOK	Agricultural Business Procedures and Records

INSTRUCTOR'S RESPONSIBILITIES

1. Prepare a quiz for Learning Activity 1.
2. Lecture (or make arrangements for a guest lecturer) for Learning Activity 4.
3. Provide items and forms for Learning Activity 4.
4. Provide items and forms for the Evaluation.

SUMMARY OF EVALUATION

Students must check shipment for errors. References may not be used.

MODULE 12 Shipping and Receiving

COMPETENCY STATEMENT 03 Compute postal charges.

EQUIPMENT NEEDED None

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

None

SUMMARY OF EVALUATION

Written test. Students must score 100%. References may not be used. Answers follow.

ANSWERS--EVALUATION 12/03

1. $.15
2. You can't send books weighing 6 lbs. third class.
3. $2.00
4. Special Handling
5. Third class--$79.00
6. $2.10
7. Third class--$.53
8. Priority Mail--$1.71
9. Priority Mail--Zone 5--$1.88
10. $2.75

PART II

1. $1.56
   4th class
   zone 1

2. zone 5

Priority Mail	$12.99
Special Handling	1.25
	$14.24

3. 4th class books
   $1.38

4. Priority Mail

zone 5	$22.18
Insurance	1.75
Return Receipt	.45
	$25.33

5. 3rd class

ANSWERS--PRACTICE 12/03/01

1. 3rd
2. 1st
3. C.O.D., special handling, or priority mail
4. 3rd
5. express mail

ANSWERS --PRACTICE 12/03/02

1. $.15 first class

2. each pamphlet $.40
   third class rate 20 x $.40 = $8.00

3. $.15 first class
   .80 certified mail
   $.95

4. $.15 1st class
   .15 1st class
   .15 1st class
   .13 additional ounce
   .13 additional ounce
   $.71

5. $1.05 3rd class
   .80 registered mail
   $1.85

6. You can't send it 3rd class
   $.15
   .13 additional ounce
   .13 additional ounce
   $.41

MODULE 12 Shipping and Receiving

COMPETENCY STATEMENT 04 Send parts by bus, UPS, and/or U. S. Mail Service.

EQUIPMENT NEEDED Items and packaging materials

TEXTBOOK None

INSTRUCTOR'S RESPONSIBILITIES

1. Provide items and packaging materials for Learning Activity 3 and for the Evaluation
2. Lecture/demonstration for Learning Activity 3.

SUMMARY OF EVALUATION

Packaging items and computing shipping costs. References may not be used.

ANSWERS--PRACTICE 12/04/02

	Zone	Charge
1.	4	$6.41
2.	8	$5.21
3.	6	$7.24
4.	2	$2.31
5.	8	$1.14
6.	3	$3.44
7.	5	$3.70
8.	2	$1.21
9.	7	$9.53
10.	8	$3.33

Grade Cards

STUDENT GRADE CARD

AGRIBUSINESS MANAGEMENT

		1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks
MODULE 01	Occupational Knowledge				
COMPETENCY STATEMENT 01	Describe the working conditions common to agribusiness. REMARKS:				
COMPETENCY STATEMENT 02	Describe the economic outlook for agribusiness. REMARKS:				
COMPETENCY STATEMENT 03	Describe training and education needed for employment. REMARKS:				
COMPETENCY STATEMENT 04	Demonstrate proper employee attitude. REMARKS:				
MODULE 02	Selling Principles				
COMPETENCY STATEMENT 01	Identify and demonstrate good sales personality. REMARKS:				
COMPETENCY STATEMENT 02	Demonstrate basic steps in selling. REMARKS:				
MODULE 03	Sale closing				
COMPETENCY STATEMENT 01	Complete sales ticket REMARKS:				
COMPETENCY STATEMENT 02	Operate cash register REMARKS:				
COMPETENCY STATEMENT 03	Operate calculator/ten key adding machine. REMARKS:				
COMPETENCY STATEMENT 04	Process checks used for payments. REMARKS:				
COMPETENCY STATEMENT 05	Make change. REMARKS:				
COMPETENCY STATEMENT 06	Prepare customer purchase for carry out REMARKS:				
MODULE 04	Mathematics				
COMPETENCY STATEMENT 01	Compute Percentages. REMARKS:				
COMPETENCY STATEMENT 02	Compute area and perimeter. REMARKS:				
COMPETENCY STATEMENT 03	Compute linear measurement. REMARKS:				

		1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks
MODULE 04	Mathematics				
COMPETENCY STATEMENT 04	Convert weights. REMARKS:				
COMPETENCY STATEMENT 05	Convert metric units of measure to other metric units. REMARKS:				
MODULE 05	Related Mathematics				
COMPETENCY STATEMENT 01	Compute postal charges. REMARKS:				
COMPETENCY STATEMENT 02	Balance cash and total sales at the close of business. REMARKS:				
COMPETENCY STATEMENT 03	Compute markup on wholesale items. REMARKS:				
COMPETENCY STATEMENT 04	Compute cost of goods by weights or linear measurements. REMARKS:				
COMPETENCY STATEMENT 05	Compute quantity requirements of products for customer. REMARKS:				
COMPETENCY STATEMENT 06	Compute sales tax. REMARKS:				
COMPETENCY STATEMENT 07	Compute depreciation of items REMARKS:				
COMPETENCY STATEMENT 08	Explain time payment principles. REMARKS:				
MODULE 06	Advertising				
COMPETENCY STATEMENT 01	Identify the purposes of advertising. REMARKS:				
COMPETENCY STATEMENT 02	Identify the various methods to inform customers of special events. REMARKS:				
COMPETENCY STATEMENT 03	Compare the cost of advertising in the various media. REMARKS:				
COMPETENCY STATEMENT 04	Select products to advertise and price of products according to the purpose of advertisements. REMARKS:				
COMPETENCY STATEMENT 05	Identify federal and state advertising regulations. REMARKS:				
COMPETENCY STATEMENT 06	Advertise products at the correct time according to the season. REMARKS:				

		1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks
MODULE 06	Advertising				
COMPETENCY STATEMENT 07	Use manufacturers' or suppliers' brochures to keep customers informed of new products. REMARKS:				
COMPETENCY STATEMENT 08	Write advertising copy. REMARKS:				
COMPETENCY STATEMENT 09	Develop and/or select advertisements furnished by suppliers. REMARKS:				
MODULE 07	Special Sales				
COMPETENCY STATEMENT 01	Conduct returns of merchandise. REMARKS:				
COMPETENCY STATEMENT 02	Allows discounts for special sales. REMARKS:				
COMPETENCY STATEMENT 03	Apply federal and state regulations to rodent control insecticide and pesticide sales. REMARKS:				
COMPETENCY STATEMENT 04	Explain warranty and guarantee provisions to customers. REMARKS:				
COMPETENCY STATEMENT 05	Schedule renting of equipment. REMARKS:				
MODULE 08	Stock				
COMPETENCY STATEMENT 01	Plan stock supplies by season. REMARKS:				
COMPETENCY STATEMENT 02	Arrange and maintain stock. REMARKS:				
COMPETENCY STATEMENT 03	Bin items according to established binning procedures. REMARKS:				
MODULE 09	Accounting and Bookkeeping				
COMPETENCY STATEMENT 01	Compute daily cash balance REMARKS:				
COMPETENCY STATEMENT 02	Balance customer accounts. REMARKS:				
COMPETENCY STATEMENT 03	Balance bank statement against company books. REMARKS:				

		1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks
MODULE 10	Pricing				
COMPETENCY STATEMENT 01	Explain factors that affect retail prices. REMARKS:				
COMPETENCY STATEMENT 02	Identify common techniques in pricing. REMARKS:				
COMPETENCY STATEMENT 03	Record markups and markdowns. REMARKS:				
COMPETENCY STATEMENT 04	Compute markups on wholesale items. REMARKS:				
MODULE 11	Inventory				
COMPETENCY STATEMENT 01	Use necessary forms and records for inventory control. REMARKS:				
COMPETENCY STATEMENT 02	Take a physical inventory. REMARKS:				
MODULE 12	Shipping and Receiving				
COMPETENCY STATEMENT 01	Complete orders for wholesale purchase. REMARKS:				
COMPETENCY STATEMENT 02	Check invoice against shipments. REMARKS:				
COMPETENCY STATEMENT 03	Compute postal charges. REMARKS:				
COMPETENCY STATEMENT 04	Send parts by bus, UPS, and/or U. S. Mail Service. REMARKS:				